



ASSIGNMENT BOOKLET

2416 Career and Life Management 20
Module 7

FOR STUDENT USE ONLY

Date Module Submitted

(If label is missing
or incorrect)

File Number

Time Spent on Module

Module Number _____

Student's Questions
and Comments

Apply Module Label Here

Name _____

Address _____

Postal Code _____

*Please verify that preprinted label is for
correct course and module.*

FOR SCHOOL USE ONLY

Assigned
Teacher: _____

Module Grading: _____

Graded by: _____

Date Module Received:

Module Assignment
Recorded _____

Teacher's Comments:

ALBERTA CORRESPONDENCE SCHOOL
MAILING INSTRUCTIONS FOR CORRESPONDENCE LESSONS

1. BEFORE MAILING YOUR LESSONS, PLEASE SEE THAT:

- (1) All pages are numbered and in order, and no paper clips or staples are used.
- (2) All exercises are completed. If not, explain why.
- (3) Your work has been re-read to ensure accuracy in spelling and lesson details.
- (4) The Lesson Record Form is filled out and the correct lesson label is attached.
- (5) This mailing sheet is placed on the lesson.

2. POSTAGE REGULATIONS

Do **not** enclose letters with lessons.

Send all letters in a separate envelope.

3. POSTAGE RATES

First Class

Take your lesson to the Post Office and have it weighed. Attach sufficient postage and a green first-class sticker to the front of the envelope, and seal the envelope. Correspondence lessons will travel faster if first-class postage is used.

Try to mail each lesson as soon as it has been completed.

When you register for correspondence courses, you are expected to send lessons for correction regularly. Avoid sending more than two or three lessons in one subject at the same time.

CAREER AND LIFE MANAGEMENT 20



CULMINATING PROJECT ASSIGNMENT BOOKLET



**Distance
Learning**

Alberta
EDUCATION

Career and Life Management 20
Assignment Booklet
Module 7
Culminating Project
Alberta Correspondence School
ISBN No. 0-7741-0052-4

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Your mark on this module will be determined by how well you complete **ONE** of three projects outlined in Module 7.

- Project A: Self-Awareness Scrapbook
- Project B: Personal Journal Writing
- Project C: Book Review

Evaluation criteria for these projects are outlined in this assignment booklet. Carefully review the criteria for the project of your choice.

Part 1 of the evaluation form for the project you choose will be completed by the student at the conclusion of project work.

Submit this assignment booklet with your completed project.

Faxing?

If you are using a facsimile machine to submit your work, be sure to fill in the information at the bottom of every response page you use. A blank facsimile page for possible duplication and use is provided at the end of this assignment booklet.

FOR TEACHER'S USE ONLY														
Summary		Teacher's Comments												
	<table><thead><tr><th>Total Possible Marks</th><th>Your Mark</th></tr></thead><tbody><tr><td>Project A</td><td>100</td></tr><tr><td>OR</td><td></td></tr><tr><td>Project B</td><td>100</td></tr><tr><td>OR</td><td></td></tr><tr><td>Project C</td><td>100</td></tr></tbody></table>		Total Possible Marks	Your Mark	Project A	100	OR		Project B	100	OR		Project C	100
Total Possible Marks	Your Mark													
Project A	100													
OR														
Project B	100													
OR														
Project C	100													

Rough Work

(Marks will not be given for work on this page.)

Project A: Self-Awareness Scrapbook

If you choose to complete Project A, review the criteria for evaluation of the project given in Part 2 of the Evaluation Form below.

When your project is ready for submission, complete Part 1 of the Evaluation Form and submit the form, with your project, for evaluation.

Evaluation Form: Project A	
Part 1: For Student Feedback	
a. Explain any difficulties you had in completing this project.	
b. Explain what portions of the project you found most satisfying.	
Part 2: For Teacher's Use in Evaluation	
• adequate number of scrapbook entries	_____/ 10 marks
• ideas clearly presented and topics well-developed by words/pictures, etc.	_____/ 60 marks (5 × 12 marks)
• creativity shown in scrapbook design and organization	_____/ 20 marks
• neatness and general appearance of scrapbook	_____/ 10 marks
_____/100 marks	

Name of Student _____	Student I.D.# _____
Name of School _____	Date _____

Rough Work

(Marks will not be given for work on this page.)

Project B: Personal Journal Writing

If you choose to complete Project B, review the criteria for evaluation of the project given in Part 2 of the Evaluation Form below.

When your project is ready for submission, complete Part 1 of the Evaluation Form and submit the form with your project for evaluation.

Evaluation Form: Project B	
Part 1: For Student Feedback a. Explain any difficulties you had in completing this project. b. Explain whether you believe you will continue to use journal writing as an instrument for self-growth.	
Part 2: For Teacher's Use in Evaluation • journal entries cover adequate time period — thirty days _____/ 25 marks • journal entries show evidence of serious student effort to develop journal writing skills _____/ 40 marks • journal entries show student has reflected on past entries _____/ 25 marks • general impression _____/ 10 marks _____/100 marks	

Name of Student _____	Student I.D.# _____
Name of School _____	Date _____

Rough Work

(Marks will not be given for work on this page.)

Project C: Book Review

If you choose to complete Project C, review the criteria for evaluation of the project given in Part 2 of the Evaluation Form below.

When your project is ready for submission, complete Part 1 of the Evaluation Form and submit the form with your project for evaluation.

Evaluation Form: Project C	
Part 1: For Student Feedback	
a. Explain any difficulties you had in completing this project	
b. Explain whether you plan to do further reading in the same or another area of personal development.	
Part 2: For Teacher's Use in Evaluation	
• book review shows evidence of careful and complete reading of the book chosen	_____/ 25 marks
• book review shows that the student has attempted to apply ideas from the book to current circumstances	_____/ 35 marks
• book review is well-organized, with examples given when appropriate	_____/ 15 marks
• book review shows evidence that the of author of the book was researched (i.e. author's background, other books by same author)	_____/ 10 marks
• good spelling and grammar; neat in appearance	_____/ 15 marks
	_____/100 marks

Name of Student _____ Student I.D.# _____

Name of School _____ Date _____

Rough Work

(Marks will not be given for work on this page.)

Name of Student _____ Student I.D.# _____
Name of School _____ Date _____

N.L.C. - B.N.C.



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